



The SC process for leasing of facilities of 10,000 sf or more

- The Site Office reviews and approves performance gap (previously called mission need) paper for the proposed lease. The paper should tie into the Business Plan.
- This signed paper is submitted to SC Hqs for “concurrence” via a memo from the Site Office Manager to SC-2
- Concurrence involves a staff review by SC 31.2 and Arlene DeBlanc followed by a meeting with SC-2 attended by the Site Office, the SC landlord program, other SC program sponsors directed affected and others as appropriate
- The Site Manager makes the PowerPoint presentation
- The role of the SC programs is to voice support for the justification of lease proposal (i.e., validate the projects of mission requirements that support the need increased space) and the willingness to support the lease costs
- SC-2 support is documented in a memo back to the Site Manager allowing the real estate specialist at in the Integrated Support Center to work the details of the lease arrangement